

**To:** Potential Offerors under Subject Solicitation/August 23, 2000

**From:** ATTN: Natural Gas Division, DESC-AEP  
Defense Energy Support Center  
8725 John Kingman Road, Suite 4950  
Ft. Belvoir, VA 22060-6222

**Subject:** Request for Proposal (RFP), SP0600-99-R-0050-0112

1. Subject RFP is hereby issued to solicit the following monthly requirements in accordance with the provisions of the Basic Ordering Agreements issued under SP0600-99-R-0050. The **delivery period** is September 1, 2000, through September 30, 2000. These line items are unrestricted. Request that offerors submit their offered prices on the attached pricing sheet (Attachment 1).
2. The closing date set for receipt of offers on **Line Items 1003A, 1003B and 1003C is Wednesday, August 30, 2000, 11:00 a.m. local time, Fort Belvoir, VA.** Contract will be awarded no later than **Wednesday, August 30, 2000, 1:30 p.m. local time, Fort Belvoir, VA,** to the responsible/responsive offeror whose offer represents the best value to the Government. See SPECIAL NOTE below for opening/closing for Line Items 1001A and 1001B.
3. **SPECIAL NOTE:** DESC On-line Reverse Auction pilot will occur on **Wednesday, August 30, 2000,** at 1:00 p.m., EST. Offers on Line Items 1001A and 1001B will be accepted via on-line auction only. Suppliers who expressed an interest in participating in the auction pilot program will be contacted by FreeMarkets, Inc., DESC's auction contractor, for software installation and training. Offers by any other method, e.g., facsimile or mail, will not be considered on Line Items 1001A and 1001B.
4. The closing date for Line Items 1001A and 1001B will be **Wednesday, August 30, 2000,** and offers will be received through the on-line auction. The auction will begin at 1:00 p.m. EST on August 30<sup>th</sup> and officially end at 1:15 p.m. EST. If a new market-leading offer is received within the final minute of the bidding period, the bidding period will be extended by one additional minute. Additional one minute extensions will occur if a new market-leading offer is received within 60 seconds of the expiration of the updated bidding period. If a new market-leading offer is not received within the 60 seconds of the expiration of the updated bidding period, the event will enter a pending period. Offerors will have five minutes after the auction goes into the pending period to notify FreeMarkets of any technical difficulties that prevented them from entering a new market-leading offer. If the Contracting Officer determines that any offeror has been disadvantaged by technical difficulties, the auction may be re-opened. If the Contracting Officer determines that no offeror has been disadvantaged by technical difficulties, the auction will officially close. The best value offeror will then be contacted by DESC and asked to confirm their offer in writing. Prices will be entered extending to four decimal places. The minimum by which offerors may revise their offers is 0.125% of the extended price. This amount may be distributed among all line items at the offeror's discretion.
5. **Facsimile offers** will be accepted in response to this solicitation for Line Items 1003A, 1003B and 1003C only. The offeror may send its facsimile offer for these Line Items to the attention of the **Bid Custodian at (703) 767-8506.** Offer submissions for these Line Items may also be sent to the following address:

**Attn: Bid Custodian DESC-PCC, Room 3729  
Defense Energy Supply Center  
8725 John J Kingman Road, Suite 4950  
Fort Belvoir, VA 22060-6222**

6. In accordance with FAR 52.212-1, the Government intends to **evaluate proposals and award a contract without discussions** with offerors. Therefore, **each initial offer should contain the offeror's best terms from a price and technical standpoint.** The Government reserves the right to conduct discussions if determined necessary by the Contracting Officer.
7. **VERY IMPORTANT!!** Contractors who do not have an approved Master or Commercial **Small Business Subcontracting Plan** on file with DESC must submit a completed copy of the attached Individual Plan (see Attachment 2) **no later than Tuesday, August 29, 2000, 4:00 p.m. local time, Fort Belvoir, VA.** This applies to large businesses only if the dollar value threshold for the items for which you are offering will exceed \$500,000. **Offerors who fail to**

**submit this documentation may be ineligible for contract award.** For more information, see FAR 52.219-9. You may also contact Robert P. Oburn at (703) 767-8531, or Kathy Williams in the DESC Small Business Office at (703) 767-9465, for instructions on how to complete the form. When calculating award dollars to complete the plan, assume that you will be awarded all items on which you have offered. The Subcontracting Plan for all offers, including offers on Line Items 1001A and 1001B, must be received no later than Tuesday, August 29, 2000, 4:00 p.m. local time Fort Belvoir, VA.

8. **To all Small Disadvantaged Businesses (SDBs): In order for your offer to be evaluated with the 10% SDB evaluation preference, you must state that you do not waive the 10% SDB evaluation preference, include the name of the small business producer from whom you will obtain natural gas supplies, and a supply commitment letter from this producer.** See clause I240.01, NOTICE OF PRICE EVALUATION ADJUSTMENT FOR SMALL DISADVANTAGED BUSINESS CONCERNS (ALT I)(OCT 1998) contained in Solicitation SP0600-99-R-0050 for more information. If you want to claim the 10% SDB evaluation preference for Line Items 1001A and 1001B, DESC must receive your request and required information no later than **Wednesday, August 30, 2000, 11:00 a.m. local time, Fort Belvoir, VA.**
9. Any questions regarding this solicitation may be addressed **to Robert Oburn, (703) 767-8531 or Margaret E. Brown, (703)767-8566.**

10. In accordance with Clause B1.06, supplies to be furnished are as follows:

**APPLICABLE NOTES:**

1. As used throughout this solicitation, **Dth** means dekatherm; **USD** means U.S. Dollars; **LI** means Limited Interruptible delivery; **IT** means Interruptible delivery; **F** means Firm delivery; **MDQ** means Maximum Daily Quantity.
2. The offered firm fixed price must include all supply and transportation costs for delivery to the citygate.
3. For all Subline Items during a time of a pipeline curtailment or recall of released capacity, the contractor may claim excuse to performance for a whole delivery day per subline item, not to exceed the number of days specified during the month of delivery. No partial curtailment days may be claimed for a subline item. The maximum number of curtailment days will determine the compliance with the limited interruptible delivery requirement.

**SUPPLIES TO BE FURNISHED**

**The following Direct Supply Natural Gas Supplies are to be delivered to Citygate Washington Gas Light during the period September 01, 2000 - September 30, 2000. All items behind Citygate Washington Gas Light will be tied together for purposes of evaluation and award. It is noted that all installations participate in the Comprehensive Balancing Program with Washington Gas Light, which provides additional flexibility in balancing, thus reducing the possibility of penalties.**

Item #	Delivery to:	Est Qty (Dth)	LI or F	Supply Mgmt (Y or N?)
1001A	Citygate Washington Gas Light	279,931	LI	Y
1001B*	Citygate Washington Gas Light	61,271	LI	Y
CitygateTotals: Washington Gas Light		341,202		

\*D.C. Act 11-508, "Natural Gas and Artificial Gas Gross Receipts Emergency Amendment Act of 1996," became effective on January 17, 1997. The federal government is not exempt from this tax. Therefore, the offeror's proposed price should include any applicable gross receipts tax. It is the offeror's responsibility to properly calculate and factor

this tax. Further information may be obtained from the Government of the District of Columbia, Department of Finance and Revenue.

**Line Items 1001A and 1001B are comprised of and require delivery to the following end user locations and accounts.**

**Line Item 1001A:**

<b>Sub-line Number</b>	<b>Delivery to:</b>	<b>Acct #</b>	<b>Est Qty (Dth)</b>	<b>No. Curtailment days</b>
100101	Pentagon, Washington, DC	3046.826909	18,340	3
100102	Pentagon Incinerator, Washington, DC	3046.848507	1,750	3
100105	Ft. Belvoir, VA	3173.449509	7,000	3
100106	Ft. Myer, Arlington, VA	3008.839403	7,646	3
100108	Walter Reed Medical Center, Stephen Sitter Ave., Forest Glen, MD	2555.369202	1,902	3
100109	Walter Reed Medical Center, Brookeville Rd., Forest Glen, MD	2100.842802	2,291	3
100113	Naval Medical Ctr., Bethesda, MD	2150.835805	28,000	3
100114	Andrews Air Force Base, MD, Bldg 3409	2069.846703	0	3
100115	Andrews Air Force Base, MD, Bldg 1732	1233.459807	21,000	3
100116	Naval Surface Warfare Ctr., Carderock, MD	2150.976203	0	3
100117	National Imagery & Mapping Agency, Ruth Bldg, Bethesda, MD	2997.051012	1,271	3
100118	National Imagery & Mapping Agency, Erskine Bldg, Bethesda, MD	2150.985501	3,240	3
100119	US Army Research Lab, Adelphi, MD	2048.965202	12,900	3
100120	Ft. Detrick, MD (Boiler Plant)	6000.001005	44,000	3
100121	Ft. Detrick, MD (Incinerator)	6000.002003	3,570	3
100122	National Institute of Health	2150.835706	110,000	3
100123	US Dept of Agriculture, Bldg 014, Beltsville, MD	2001-8379-01	3,401	3
	US Dept of Agriculture, Bldg 202, Beltsville, MD	2049.190305	1,500	3
	US Dept of Agriculture, Bldg 309, Beltsville, MD	2049.190206	1,500	3
	US Dept of Agriculture, Bldg 165, Beltsville, MD	2049.190503	1,500	3
100124	Patuxent River, Bldg 144	2069.843809	0	3
	Patuxent River, Bldg 115	2069.843908	0	3
	Patuxent River, Bldg 201	2069.844005	0	3
	Patuxent River, Bldg 109	2069.845705	0	3
	Patuxent River, Bldg 101	2069.845804	0	3
	Patuxent River, Bldg 110	2069.845903	0	3
	Patuxent River, Bldg 111	2069.846000	0	3
100125	Walter Reed Medical Center, Bldg. 503, Forest Glen, MD	2555.375605	9,120	3
<b>1001A Totals</b>			<b>279,931</b>	

**Line Item 1001B:**

Sub-line Number	Delivery to:	Acct #	Est Qty (Dth)	No. Curtailment days
100103	Naval Research Lab, Washington, DC	0003.977600	27,707	4
100104	Bolling AFB, Washington, DC	0003.826500	4,000	3
100107	Ft. McNair, Washington, DC	0003.971801	17	3
100110	Walter Reed Med Ctr, DC Boiler Plant, Washington, DC	0054.978507	27,047	3
100111	Naval Sta. Anacostia, Bldg 73, Washington, DC	0003.972908	0	3
100112	Washington Navy Yard, Bldg 116, Washington, DC	0003.980901	0	3
100126	Defense Intelligence Agency	0003.826609	2,500	3
1001B Totals			61,271	

There are no requirements this month for Line Items 1002A, 1002B and 1002C.

**The following Direct Supply Natural Gas Supplies are to be delivered to Citygate Baltimore Gas & Electric (BG&E) during the period September 1, 2000 – September 31, 2000. All items behind Citygate Baltimore Gas & Electric (1003A, 1003B and 1003C) will be tied together for purposes of evaluation and award.**

Item #	Delivery to:	Est Qty (Dth)	LI or F	Supply Mgmt (Y or N?)
1003A	Citygate Baltimore Gas & Electric	4,200	LI	Y
1003B	Citygate Baltimore Gas & Electric	19,700	F	Y
1003C	Citygate Baltimore Gas & Electric	9,588	LI or F	Y
CitygateTotals: Baltimore Gas & Electric		33,488		

Line Item 1003A and 1003B and 1003C are comprised of and require delivery to the following end user locations and accounts:

**Line Item 1003A:**

Sub-line Number	Delivery to:	Est Qty (Dth)	No. Curtailment days
100301	U.S. Coast Guard, Curtis Bay, MD	4,200	3
100302	U.S. Naval Academy, MD	0	3
100303	Maryland Procurement Office	0	3
1003A Totals		4,200	

**Line Item 1003B:**

Sub-line Number	Delivery to:	Est Qty (Dth)
100304	Maryland Procurement Office	16,000
100306	Johns Hopkins Lab	3,100
100307	U.S. Naval Academy, MD	600
	1003B Totals	19,700

**Line Item 1003C:**

Sub-line Number	Delivery to:	Est Qty (Dth)	No. Curtailment days
100305	Aberdeen Proving Ground	9,588	3
	1003C Totals	9,588	

PRICING SHEET  
SP0600-99-R-0050-0112

Offeror Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Facsimile offers** will be accepted for Line Items 1003A, 1003B, and 1003C only in response to this solicitation. The offeror may send its facsimile offer to the attention of the **Bid Custodian at (703) 767-8506**.

The closing date set for receipt of offers is **Wednesday, August 30, 2000, 11:00 a.m. local time, Fort Belvoir, VA**, for Line Items 1003A, 1003B and 1003C. A contract will be awarded on Line Items 1003A, 1003B and 1003C no later than Thursday, **Wednesday, August 30, 2000, 12:30 p.m. local time, Fort Belvoir, VA**, to the responsible/responsive offeror whose offer represents the best value to the Government. Offers for Line Items 1001A and 1001B will be submitted through On-line Reverse Auctioning method starting at 1:00 p. m., local time, Fort Belvoir, VA, **Wednesday, August 30, 2000**.

Item #	Delivery to:	Product	Est Qty (Dth)	LI or F	Supply Mgmt (Y or N?)	Unit Price Per Dth	Estimated Total Amt.
1001A	Citygate Washington Gas Light	Direct Supply Natural Gas	279,931	LI	Y	On-line Auction Only	On-line Auction Only
1001B	Citygate Washington Gas Light	Direct Supply Natural Gas	61,271	LI	Y	On-line Auction Only	On-line Auction Only
1003A	Citygate Baltimore Gas & Electric	Direct Supply Natural Gas	4,200	LI	Y	\$	\$
1003B	Citygate Baltimore Gas & Electric	Direct Supply Natural Gas	19,700	F	Y	\$	\$
1003C	Citygate Baltimore Gas & Electric	Direct Supply Natural Gas	9,588	F	Y	\$	\$
				LI	Y	\$	\$

Offeror Signature: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

**SMALL BUSINESS, SMALL DISADVANTAGED AND WOMEN-OWNED SMALL BUSINESS SUBCONTRACTING PLAN**

**OFFEROR:**

**Solicitation NO.:**

**NOTE:** If a plant or division wide Master Plan is being incorporated by reference, place "X" in box and complete Part I (A thru I) and Part IV only.

ê

Date of Plan \_\_\_\_\_

(Copy of Master Plan and evidence of approval by the Government Contract Administration Office are required.)

(\* = Continue on Separate Sheets if necessary.)

(\*\* = Is not applicable with Commercial Plan.)

**PART I SUBCONTRACTING GOALS:**

- A. Total Dollars Planned to be Subcontracted: \$ \_\_\_\_\_
- B. Total Dollars Planned to be Subcontracted to Small Business Concerns: \$ \_\_\_\_\_
- C. Total Dollars Planned to be Subcontracted to HUBZone Small Business Concerns: \$ \_\_\_\_\_
- D. Total Dollars Planned to be Subcontracted to Small Disadvantaged Business Concerns: \$ \_\_\_\_\_
- E. Total Dollars Planned to be Subcontracted to Women-Owned Small Business Concerns: \$ \_\_\_\_\_

- F. Percentage of Total Subcontracting Dollars for the use of Small Businesses: \_\_\_\_\_ %
- G. Percentage of Total Subcontracting Dollars for the use of HUBZone Small Businesses: \_\_\_\_\_ %
- H. Percentage of Total Subcontracting Dollars for the use of Small Disadvantaged Businesses: \_\_\_\_\_ %
- I. Percentage of Total Subcontracting Dollars for the use of Women-Owned Small Businesses: \_\_\_\_\_ %

- J. Principal types of supplies and services to be subcontracted:  
(Indicate types planned for subcontracting to (i) small business, (ii) HUBZone small business, (iii) small disadvantaged business concerns, and (iv) women-owned small business concerns.) (\*)

- K. Describe method used to develop these goals (e.g., Based on procurement history, available resources, etc.) (\*)

- L. Were indirect costs included in establishing these goals? Yes ê No ê
- If Yes, describe the method used to determine proportionate share of indirect costs to be incurred with (1) small business concerns, (2) HUBZone small business concerns, (3) small disadvantaged business concerns and (4) women-owned small business concerns: (\*)

**PART II - SUBCONTRACTING PROCEDURES:**

- A. Name of individual who will administer the offeror's subcontracting program: \_\_\_\_\_
- Include a brief description of this individual's duties:

- B. Describe methods used to identify potential sources for solicitation purposes:  
(indicate with an "X" those that apply)
- \_\_\_\_\_ Existing Company source lists
- \_\_\_\_\_ SBA Procurement Marketing & Access Network (PRO-Net)
- \_\_\_\_\_ SBA list of certified Small Disadvantaged Business Concerns
- \_\_\_\_\_ National Minority Purchasing Council Vendor Information Service
- \_\_\_\_\_ Dept. of Commerce Research and Information Division of Minority Business Development Agency
- \_\_\_\_\_ Small, HUBZone small, small disadvantaged business and women-owned small business concerns trade associations
- OTHER: \_\_\_\_\_

- C. Describe methods used to assure that small, HUBZone small, small disadvantaged business and women-owned small business concerns have an equitable opportunity to compete for subcontracts: (\*)

**SMALL BUSINESS SUBCONTRACTING PLAN (CONTINUED)**

**PART III - SUBCONTRACTING PLAN MANAGEMENT:**

Offeror certifies that the following procedures regarding management of this Subcontracting Plan are enacted:  
(Indicate acknowledgment and compliance by annotating "X" in appropriate blocks.)

- ê A. Contractor will assist small, HUBZone small, small disadvantaged and women-owned small business concerns by arranging solicitations, time for the preparation for bids, quantities, specifications, and delivery schedules so as to facilitate participation by such concerns.
- ê B. Where lists of potential subcontractors are excessively long, Contractor will make reasonable effort to give all small, HUBZone small, small disadvantaged and women-owned small business concerns an opportunity to compete over a period of time.
- ê C. Contractor will provide adequate and timely consideration of the potentialities of small, HUBZone small, small disadvantaged and women-owned small business concerns in all "make-or-buy" decisions.
- ê D. Contractor will counsel and discuss subcontracting opportunities with representatives of small, HUBZone small, small disadvantaged and women-owned small business firms.
- ê E. Contractor will provide notice to subcontractors concerning penalties and remedies for misrepresentation of business status as small, HUBZone small, small disadvantaged and women-owned small business concerns, for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in this Contractor's Subcontracting Plan.
- ê F. Contractor will ensure that the clause entitled "Utilization of Small Business Concerns" (Latest Revision) contained in referenced solicitation, will be included in all subcontracts that offer further subcontracting opportunities, and that all large business subcontractors receiving a subcontract in excess of \$500,000 will adopt a plan similar to this Plan.
- ê G. Contractor will cooperate in any studies or surveys as may be required.
- ê H. Contractor will submit periodic reports in order to allow the Government to determine the extent of compliance by the offeror with this Subcontracting Plan.
- ê I. Contractor will submit Standard Form 294, Subcontracting Report for Individual Contracts, and/or Standard Form 295, Summary Subcontract Report, in accordance with the instructions on the forms, or as provided in agency regulations.
- ê J. Contractor will ensure that subcontractors agree to submit Standard Forms 294 and 295, as appropriate.
- ê K. Contractor will maintain the following types of records to demonstrate procedures that have been adopted to comply with the requirements and goals in this Plan. The records shall include at least the following on a plant-wide or company-wide basis, unless otherwise indicated:
- ê 1. Source lists (e.g., PRO-Net), guides, and other data that identify small, HUBZone small, small disadvantaged and women-owned small business concerns;
- ê 2. Organizations contacted in an attempt to locate sources that are small, HUBZone small, small disadvantaged or women-owned small business concerns;
- ê 3. Records of each subcontract solicitation resulting in an award of more than \$100,000 -- indicate
- a. Whether small business concerns were solicited, and if not, why not;
  - b. Whether HUBZone small business concerns were solicited, and if not, why not;
  - c. Whether small disadvantaged concerns were solicited, and if not, why not;
  - d. Whether women-owned small business concerns were solicited, and if not, why not;
  - e. If applicable, the reason award was not made to a small business concern;
- ê 4. Any outreach efforts to contact (a) trade associations, (b) business development organizations, and (c) conferences and trade fairs to locate small, HUBZone small, small disadvantaged and women-owned small business sources.
- ê 5. Records of internal guidance and encouragement provided to buyers through (a) workshops, seminars, training, etc., and (b) monitoring performance to evaluate compliance with the program's requirements.
- ê 6. On a contract-by-contract basis, supporting information for award data submitted by the Contractor to the Government, including the name, address, and business size of each subcontractor. (\*\*)

**PART IV**

\_\_\_\_\_  
OFFEROR'S SIGNATURE

\_\_\_\_\_  
TYPED NAME AND TITLE

\_\_\_\_\_  
DATE

**PART V DETERMINATION OF ADEQUACY/APPROVAL:**

- ê Division Chief approval, if no subcontracting opportunities determined.
- ê Approval 2 levels above CO if SDB Goal is less than 5%.

\_\_\_\_\_  
Contracting Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title/Signature

\_\_\_\_\_  
Date

**CONCURRENCE WITH DETERMINATION:**  
(If nonconcurrence, see attached rationale)

DESC DU \_\_\_\_\_ Date \_\_\_\_\_